



WESTERN VIRGINIA WATER AUTHORITY

ENGINEERING SERVICES

601 South Jefferson Street • Suite 300
Roanoke, Virginia 24011
Phone: 540-853-5700
Fax: 540-853-1017
<http://www.westernvawater.org/>

January 10, 2010

REQUEST FOR PROPOSAL TO PROVIDE ENGINEERING DESIGN SERVICES for the ARLINGTON HILLS WATER LINE REPLACEMENTS PROJECT

1. **Invitation:** The Western Virginia Water Authority (Authority) will accept sealed competitive negotiable proposals for engineering design services for the Arlington Hills Water Line Replacements project at the Authority Engineering Services Office, Third Floor, Suite 300, 601 South Jefferson Street, Roanoke, Virginia, 24011 until **5:00 PM local time, Wednesday, February 10, 2010**. Interested firms are required to download the full Request for Proposal from the Authority's website under Procurement – Requests for Proposals. Any addenda, if needed, will be posted at this location on or before Wednesday, January 27, 2010.

General: The Authority seeks proposals from qualified engineering firms to provide engineering design services for the Arlington Hills Water Line Replacements project. The project includes installation of approximately 7,500 feet of 8-inch water line in the Arlington Hills area of Roanoke County per the Authority's Design and Construction Standards, latest edition. This project is intended to improve capacity and provide adequate fire flow to the area. The new 8-inch water lines will eliminate the existing aging and under-sized water lines, which will be abandoned in-place. All affected existing valves, hydrants, services, etc. will be replaced as part of this project. New fire hydrants will be installed where necessary. Refer to the included Capital Improvement Program map. Proposing firms are encouraged to research project details using the Authority's on-line GIS database.

1. **Scope of Services:** The preparation of bid-ready construction plans and specifications for the Arlington Hills Water Line Replacements project shall include, but not be limited to, the following:
 - A. Examination of the Authority's mapping for the existing distribution system surrounding the project area to determine the need to replace any additional water lines to maximize flow and pressure improvements while making the best use of the project budget
 - B. Attendance at a design kick-off meeting with the Authority to finalize the construction project scope
 - a. The selected firm will prepare and distribute the design kick-off meeting minutes.
 - C. Submittal of a budget-level cost estimate prior to initiating design based on the construction scope outlined in the design kick-off meeting
 - D. Complete survey of the project area
 - a. The field survey work required to produce construction plans is expected to be limited to location of utilities via Miss Utility locations, property corners and monuments defining rights-of-way, storm drainage features, etc., along with a centerline survey once the

WESTERN VIRGINIA WATER AUTHORITY
ARLINGTON HILLS WATER LINE REPLACEMENTS PROJECT
January 10, 2010

alignment is determined. County GIS base mapping will be acceptable for general base mapping beyond the immediate construction area. Construction survey and staking will be provided by the contractor and will not be included under this contract.

- E. Easement plat preparation, if necessary
 - a. The Authority will acquire and record all necessary easement(s) concurrent with the detailed design. As soon as possible in the design process, the selected firm will provide the Authority with signed, recordable easement plats for property owner negotiation.
- F. Geotechnical investigation
 - a. Proposing firms may either clearly state that a geotechnical investigation is not assumed to be necessary or summarize the proposed extent of any geotechnical work.
- G. Submittal of 50 percent complete design plans for review and comment by the Authority
- H. Complete erosion and sediment control design per Roanoke County and Virginia Department of Conservation and Recreation standards/regulations, which will require a narrative in addition to the plan details
- I. Submittal of final design plans and specifications, accompanied by a detailed construction cost estimate, to the Authority for review – Final design plans and specifications shall be based on the following (minimum) requirements and guidelines:
 - a. Existing water lines shall be abandoned in place.
 - b. Water service replacement shall include new service line, meter setter, and meter box. The Authority will set all meters per the Authority's standard general notes.
 - c. Water lines will be sized according to the Authority's Design and Construction Standards, except for rare instances where hydraulic modeling would dictate a larger line size to accommodate fire flows, mitigate high velocities, etc. The Authority will perform any necessary water system hydraulic modeling.
 - d. The selected design firm shall submit the plans to all applicable governing jurisdictions for review, which is expected to be limited since most of the work should be within existing right-of-way with minimal disturbance, but will not be required to secure the construction permit(s) on behalf of the contractor. Potential permits include the County grading permit(s), Virginia Department of Transportation (VDOT) Land Use Permit, etc. The VDOT Land Use Permit documents (LUP-A, LUP-WZ, LUP-SP, LUP-OC) shall be included in the specifications and referenced in the Agreement.
 - e. The Authority's Memorandum of Understanding with the Virginia Department of Health (VDH) allows the Authority to review and approve water line projects with pipelines up to 16-inch diameter without VDH review.
 - f. The Authority maintains standard Division 0 front-end (up-front) documents. The selected firm will be required to modify these standards for the specific project (i.e., project name, bid form, etc.) and make any recommendations for additional/modified language. The selected firm will be provided with the specifications in Microsoft Word format.
 - g. The Authority maintains Division 1 specifications; however, these specifications have not been adopted as standards and will require the selected design firm to make changes for the specific project (i.e., measurement and payment descriptions, special conditions, etc.) OR use the firm's standard Division 1 specifications integrated with the Authority's standard front-end documents. The selected firm will be provided with the specifications in Microsoft Word format.
 - h. The Authority's Design and Construction Standards (available at www.westernvawater.org) are intended to serve as a substitute for Division 2 specifications (e.g., pipe and valve specifications, etc.). The Standards also include

WESTERN VIRGINIA WATER AUTHORITY
ARLINGTON HILLS WATER LINE REPLACEMENTS PROJECT
January 10, 2010

standard details for services, hydrants, etc. The Division 0 and 1 specifications, along with the construction plans, shall reference the Standards as necessary. The selected firm will be provided with the details in AutoCAD format, if necessary, for the plans.

- i. While preferred, final plan approvals from governing jurisdictions are not necessarily required prior to bidding the project. Plan review shall proceed concurrent with the Authority's final review as specified in the request for proposal; however, plan review schedules are recognized as unpredictable.
 - J. Attendance at a final design review meeting to discuss Authority comments
 - a. The selected firm will prepare and distribute the final design review meeting minutes.
 - K. Submittal of fifteen (15) sets of bid-ready plans specifications
 - a. Bid advertisement, contract document distribution to bidders, etc. will be handled by the Authority.
 - L. Submittal of one set of bid-ready construction plans printed on mylar sheets and one set of bid-ready specifications printed double-sided and suitable for direct reproduction
 - a. The bid-ready plans shall be submitted to the Authority electronically in AutoCAD Design Web Format (.DWF) and Drawing (.DWG) format with all XREF drawings bound to the parent drawing. Each plan sheet shall also be submitted in individual Adobe Portable Document Format (.PDF) files. The bid-ready specifications shall be submitted to the Authority electronically in Microsoft Word format (.DOC) and Adobe Portable Document Format (.PDF) files.
 - M. Attendance at the pre-bid meeting
 - a. The Authority will prepare and distribute the pre-bid meeting agenda and minutes.
 - N. Bidding assistance as necessary, including addressing bidder inquiries, preparation of revised drawings for addenda, etc.
 - a. The Authority will prepare and distribute all addenda.
 - O. Attendance at the pre-construction conference
 - a. The Authority will prepare and distribute the pre-construction conference agenda and minutes, if necessary.
4. Contents of Proposals: Each proposal shall include a detailed scope of services for all engineering design services listed above and present solid evidence of the firm's qualifications to perform the work. Each proposal shall present the proposing firm's understanding of the project along with the proposed approach to executing the design. Additionally, each proposal shall identify all key project personnel proposed for this project along with relevant experience of such individuals on similar projects.
- All proposals shall be printed double-sided on 8-1/2" x 11" paper and bound by a single staple in the upper left-hand corner. All proposals must be received in sealed envelopes or packages with the statement "Proposal Enclosed" along with the name of the firm and the proposal title typed or written in the lower left-hand corner. Proposing firms shall submit three (3) copies of the proposal.
5. Selection Process: The selection of one or more firms will be made in accordance with the procedures outlined in the Code of Virginia § 2.2-4301.3.a, Procurement of professional services. The Authority reserves the right to accept or reject, in whole or in part, any and all proposals and to waive informalities. Selection criteria will include, but not be limited to, the following:
- A. The proposing firm's understanding of the project
 - B. The proposing firm's project approach outlining the execution of the project design from the initial field investigations through final completion of the project as outlined herein

WESTERN VIRGINIA WATER AUTHORITY
ARLINGTON HILLS WATER LINE REPLACEMENTS PROJECT
January 10, 2010

- C. Qualifications and experience of the firm and of the individuals on the proposed project team; desired qualifications include:
- a. Technical capabilities of the firm with respect to the specific requirements of the project including water line design projects with an emphasis on water line replacement projects
 - b. Qualifications and experience of the individuals who will perform and supervise the work requested by the Authority; desired qualifications include a minimum of ten (10) years experience in municipal water distribution system projects
 - c. Performance of the firm and proposed project team in similar situations and projects
 - d. The ability to dedicate necessary staff to complete the requested services in a timely manner
 - e. Knowledge and familiarity with the Authority's service area
 - f. Detailed knowledge of the Authority's Design and Construction Standards, latest edition
6. Term of Contract: The Authority may enter into a contract with the selected engineering firm to perform the engineering design services described herein. The contract will be based on a lump sum fee structure. Submitted proposals shall remain binding for ninety (90) days from the deadline for submitting proposals stated above.
7. Statement of Non-Discrimination: The Authority does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, or any other basis prohibited by state law relating to discrimination in employment. The Authority does not discriminate against faith-based organizations in accordance with the Code of Virginia § 2.2-4343.1.
8. Questions Pertaining to this Proposal: Questions pertaining to this proposal shall be submitted prior to 5:00 PM local time, Friday, January 22, 2010 and shall be directed to:

Earl Smith, P.E.
Capital Improvement Program Administrator
Telephone: 540-853-5792
Fax: 540-853-1017
e-mail: earl.smith@westernvawater.org

WESTERN VIRGINIA WATER AUTHORITY
ARLINGTON HILLS WATER LINE REPLACEMENTS PROJECT
January 10, 2010

SIGNATURE SHEET

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All prospective proposers are required to review the complete Request for Proposal. Proposers must acknowledge receipt of the complete Request for Proposal by signing the Signature Sheet below and submitting it with the proposal.

Firm: _____

Address: _____

Phone: _____

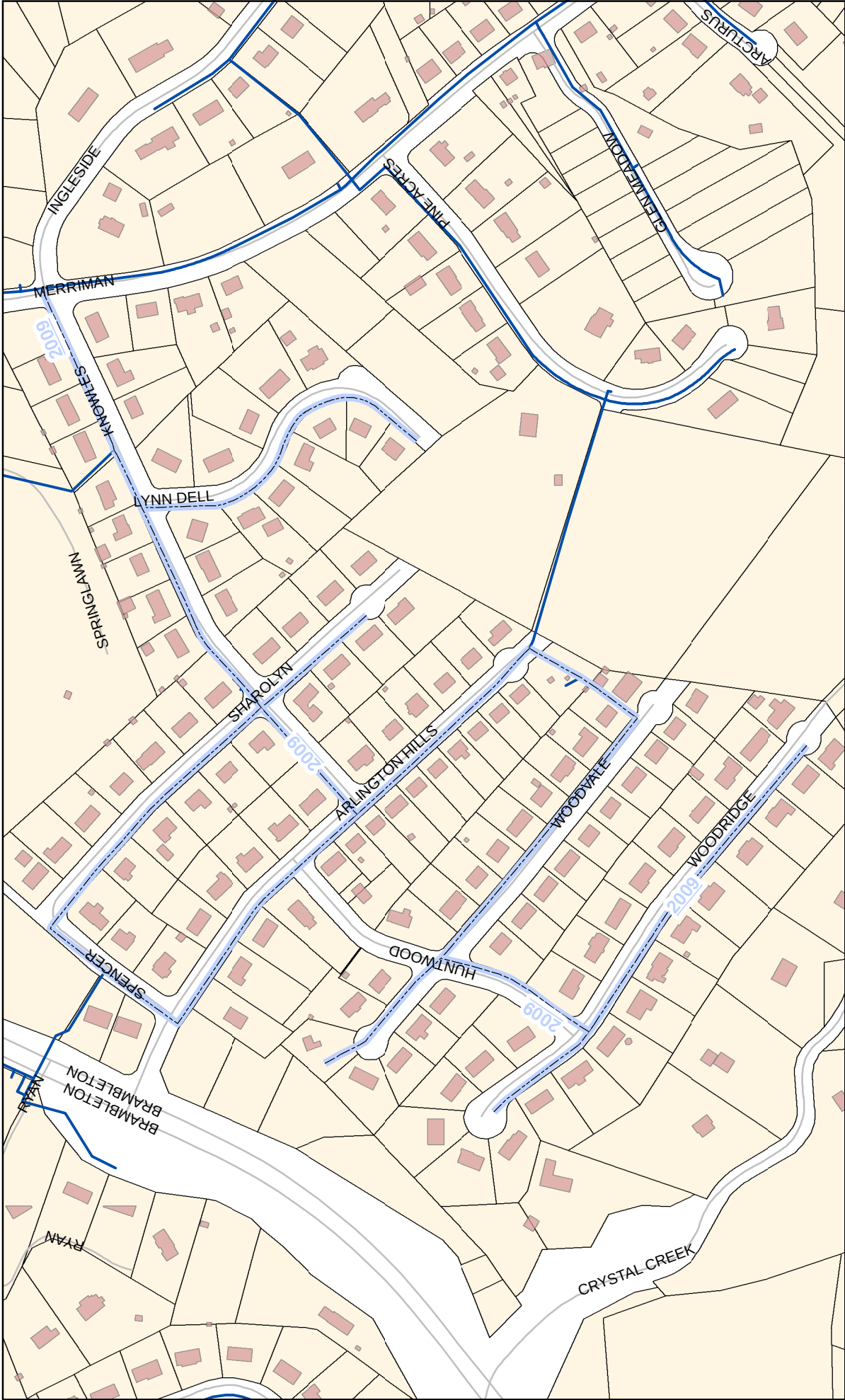
Fax: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____



Legend

Water Main

Water CIP



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3

0 237.5 475



Feet

Capital Improvement Program Western Virginia Water Authority

Project:

Arlington Hills Waterline Replacement

Total Length: 7,500 Ft

Date: August 15, 2005

File Name: 2009ArlingtonHills.pdf